

Life/Work Benefits

Employees of the Maryland Judiciary have obligations and interests in addition to their valued work contributions. We also realize how difficult it is to fit a full life/work schedule into an average day. The Judiciary offers a number of programs to support a better life/work balance.

Some of the programs offered are:

- Attendance Incentive Program
- Alternative Work Schedules/Flex time
- Comprehensive Medical and Dental Plans
- Group Life Insurance
- Prescription and Vision plans
- Personal Accident & Dismemberment Plan
- Two - five weeks paid vacation
- Up to six paid personal days
- 15 days paid sick leave
- 11 paid holidays
- Retirement & Deferred Compensation plans
- Yearly match for 401(K) and Deferred Compensation plans
- Salary step increases
- Cost-of-living salary increases
- Family Medical Leave
- Educational Assistance Program
- Employee Training and Development Programs
- Social Security, Unemployment and Workers' Compensation benefits
- Savings Bond plan
- State Employees' Credit Union



AOC, CRA
circuit courts

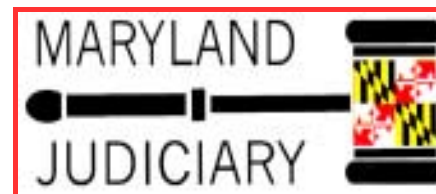


District Court

Rev. 03-2001



Human Resources Department
Maryland Judicial Center
580 Taylor Avenue, Bldg. A
Annapolis, MD 21401



*...and justice for
all*

Human Resources Department
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TTY: 800-735-2258
Job Line: 410-260-1273

Judicial Branch Overview

The Maryland Judiciary is an independent branch of State government. The Judicial Branch consists of:

- the Court of Appeals;
- the Court of Special Appeals, Maryland's intermediate appellate court;
- the Circuit Courts, which are the highest common law and equity courts of record exercising original jurisdiction within the State;
- the District Court, which was created to consolidate a miscellaneous system of trial magistrates, people's courts, and municipal courts;
- the Orphans' Courts which have jurisdiction of judicial probate, administration of estates and conduct of personal representatives;
- the Administrative Office of the Courts (AOC), which provides advice, information, facilities and staff to assist in the performance of the Chief Judge's administrative responsibilities;
- Court Related Agencies (CRA) such as: Internal Audit, Court Information Office, Rules Committee, State Law Library, Board of Law Examiners, Staff Attorney's Office, Commission on Judicial Disabilities, the Alternative Dispute Resolution Commission and additional committees and support agencies.

"Maryland's Judiciary has entered the new millennium prepared to meet the challenges facing it and, with the requisite enthusiasm and dedication, to undertake, continue and advance initiatives and programs to further its mission."

Chief Judge
Robert M. Bell

How to Find and Apply for a Job

- Read local newspaper employment advertisements.
- Look for job announcements on the Judiciary's web site: www.courts.state.md.us/jobs/aocjobs.html.
- Each position requires a separate resume/Judiciary application.
- Judiciary application/resumes are accepted for current open positions.
- Resumes/applications must be received or post-marked by the advertised closing date.

Contact one of the following for additional information and available positions:

- For the Appellate Courts, Circuit Courts, District Court, Court Related Agencies (CRA) and Administrative Office of the Courts (AOC), call the job line at 410-260-1273;
- For District Court Commissioner positions, contact the Administrative Commissioner for the county in which you reside; or contact the Coordinator of Commissioner Activities on 410-260-1230;
- TTY users call the Maryland Relay at 1-800-735-2258.

Equal Opportunity Employer

The Maryland Judiciary is an equal opportunity employer.

It is the policy of the Maryland Judiciary not to discriminate in employment or the provision of services. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or physical or mental disability.

Judiciary Careers

The Maryland Judiciary is committed to growing and promoting a diverse workforce. Some exciting career fields offered are:

Accounting
Auditing
Budgeting
Communications
Court-related clerical and technical
Executive Management
Finance
General Office/Clerical
Human Resources
Information Technology
Governmental Relations/Legal
Procurement
Program Management

The Human Resources Department is committed to:

- Honesty, Integrity, Mutual Respect
Ethics in conducting business
- Excellence in teamwork
Working together to create high-quality results
- Diversity
Recognizing and valuing all skills and perspectives
- Innovation
Seeking new approaches to achieve results
- Employee Development
Career and job development of our employees
- Reward and Recognition
Acknowledging individual and team contributions
- Customer Service
Providing the best to the citizens of Maryland